

MEMO

TO: Principals, Assistant Principals, and SAT Chairpersons
FROM: Drema J. Dempsey, Student Services and Attendance Director
RE: **Reporting Truant Students**
DATE: October, 23, 2013

West Virginia Code Chapter 18. Article 8. Compulsory School Attendance provides that students shall be classified as truant if absent from school without a valid excuse five (5) full days in one school year. After a student has accumulated (5) unexcused days, please implement the following steps as required by the WV attendance laws and Mingo County Attendance Policy:

First Step: Send written notification to the parent. Letters are printed directly from WVEIS.
“If a student has accumulated five unexcused absences the principal or designee shall contact the parent/guardian in writing and conduct a conference with the parent and student to discuss and correct the circumstances causing the unexcused absences.”

Second Step: Complete the County Attendance Incentive Procedures Documentation Form

- *Complete Attendance Contract with student and parent*
- *Refer student to school counselor for counseling sessions with student*
- *Refer student to the School Assistance Team (SAT)*
- *Refer student to the Social Worker*

Third Step: Please report truant students to my office. WV attendance laws require that the principal or designee shall notify the attendance director if a student has accumulated five (5) total unexcused absences during a school year.

Along with the truancy referral, please submit the following to my office for truant students:

- *Copy of your five day letters*
- *Copy of the Attendance Incentive Procedures Form*
- *Copy of the Attendance Contract*

Student attendance concerns should be reported to my office only after you have implemented the procedures outlined in the steps above.

NOTE: Juvenile Petitions cannot be filed on truancy cases which are referred to the attendance director without appropriate documentation.

MINGO COUNTY: ATTENDANCE INCENTIVE PROCEDURES

Initiate these procedures after five (5) excused or unexcused absences.

STUDENT: _____

SCHOOL: _____

GRADE: _____

YEAR: 2013 - 2014

I. Attendance Record: (Current Year)

#Days Absent _____ #Excused _____ #Unexcused _____
 # Out of School Suspensions _____

II. Academic Record:

Failing Grades for Current Grading Period by Subject:

SUBJECTS	GRADE

III. Incentive Steps Implemented by School:

	YES	NO	DATE(S)
Does this student have a Chronic Medical / Disability Condition?			
Do you have a Chronic Medical / Disability Condition Form on file? Check WVEIS to verify that the correct absence code (M5) has been entered.			
Documented conference with student.			
Documented written notification - letter sent to parent after five (5) excused or unexcused absences.			
Attendance Contract completed with student.			
Documented counseling sessions.			
Documented conference with parents, counselor, student and principal.			
Referral to School Assistance Team (SAT) for prevention and corrective measures. SAT will develop an Attendance Intervention Plan.			
Student Recognition Certificates of Improvement and/or other rewards/recognition for improved attendance.			
Conference with attendance director, student, parent, counselor, SAT chairperson, and/or principal.			
Provide Attendance Director with the following documentation: copy of five (5) day letter sent to parent, copy of student's attendance contract, and attendance incentive procedures form. <i>(NOTE: Documentation required for Juvenile Court)</i>			

IV. School Level Recommendation(s):

- Refer student to the court system for truancy.
- Other _____

V. SIGNATURES:

Student	Principal
Parent	Counselor
Social Worker	Attendance Director

MINGO COUNTY SCHOOLS

ATTENDANCE CONTRACT

This is an official contract between _____ and _____
(Name of School)
_____, by signing this contract he/she agrees to:
(Student Name)

1. I will attend school every day possible and provide a doctor's excuse or parent note when absent.
2. I will make-up work as assigned by the teacher.
3. I will obey all the rules as set forth by the Mingo County Expected Behavior in Safe and Supportive Schools as explained to me by this committee.
4. I will make every reasonable attempt to study and advance my academic knowledge in all my classes.

I understand that the school principal or designee shall continue to monitor and report any future absences to the Attendance Director for appropriate action.

I understand that the Mingo County Attendance Director will begin legal action if I continue to be absent from school.

This contract is mutually understood and agreed upon by all parties involved. The signatures below do hereby attest to the intent of the student to fulfill the provisions required.

_____ Student	_____ Date
_____ Parent	_____ Date
_____ *Principal / Assistant Principal	_____ Date

* Principals this form will be presented in court during truancy petitions. For this form to be valid, the school *must obtain the parent's signature*. By signing this attendance contract, the student and parent acknowledge that they have been informed of the student's truancy status.

I have provided individual counseling with the student referenced above concerning his/her unexcused absences which have resulted in the student being truant.

_____ Counselor / Social Worker	_____ Date
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***Truancy Reporting:* Please send the Attendance Contract and Attendance Incentive Procedures form to the Attendance Director.**